

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
<p>1. Turnover Checklists</p> <p>Checklists should document that the following have been reviewed:</p> <ul style="list-style-type: none"> • Equipment checklists showing status, and noting any abnormal lineups or valid alarms • Round sheets and logs • Operator checklists providing vital information on key operational and safety parameters • Operations Supervisory Checklists showing facility status, planned maintenance, and tests 	<p>1. Turnover Checklists</p> <p>Oncoming personnel conduct a comprehensive review of appropriate records, logbook and equipment status before responsibility for the shift position is transferred. Shift turnovers include a thorough review of accelerator status and an inspection of appropriate accelerator instrumentation. These reviews are complemented by a discussion between the off-going and oncoming operators. Shift turnover is described in OPM 6.A-5 "Shift Turnover Guidelines for Operators". This discussion includes, when appropriate:</p> <ul style="list-style-type: none"> • Equipment review including alarms and comparing significant parameters at the shift's start and end, and if appropriate, written performance sheets for specific equipment • Shift logs • New safety and operations parameters are indicated in the Required Reading Folder or in new procedures that must be read and signed at the onset of the shift. At the onset of the running period, the Chief Operator reviews radiation safety checklists and safety checklists. • The Chief Operator conducts a crew briefing after he has accepted responsibility for the shift. The briefing includes a review of the status of the accelerator, problems with equipment, and evolutions in progress or planned during the shift. The on-coming Chief Operator signs onto the e-Logbook at the beginning of the new shift in a log entry. 	<p>1. Turnover Checklists</p> <ul style="list-style-type: none"> • None
<p>2. Document Review</p> <ul style="list-style-type: none"> • A review of documents and checklists, as required, should be made to ensure that the operators review and understand the important operations history, the present status of the equipment, and any planned events. 	<p>2. Document Review</p> <ul style="list-style-type: none"> • Shift turnovers include a thorough review of appropriate documents describing important aspects of accelerator status. Reviews are complimented by a discussion between the off-going and oncoming operators. See OPM 6.A-5 "Shift Turnover Guidelines for Operators". 	<p>2. Document Review</p> <ul style="list-style-type: none"> • None.

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<p>3. Control Panel Walkdown</p> <ul style="list-style-type: none"> Walkdown the control panels to determine the plant's status by observing system lineups, switch positions, lighted annunciators, chart recorders, and status lights. Oncoming and outgoing personnel should review control panels together. 	<p>3. Control Panel Walkdown</p> <ul style="list-style-type: none"> Shift turnovers include a thorough inspection of equipment, control systems and appropriate accelerator instrumentation. Reviews are complemented by a discussion between the off-going and oncoming operators. See OPM 6.A-5 "Shift Turnover Guidelines for Operators". 	<p>3. Control Panel Walkdown</p> <ul style="list-style-type: none"> None.
<p>4. Discussion and Exchange of Responsibility</p> <ul style="list-style-type: none"> When all operations personnel are confident that the oncoming personnel are fully cognizant of plant conditions, and conditions are stable, the oncoming operators and supervisor should state that they take responsibility for the shift, and note such in the appropriate log. 	<p>4. Discussion and Exchange of Responsibility</p> <ul style="list-style-type: none"> The oncoming Chief Operator signifies that he/she is cognizant of facility operations, and prepared to assume responsibility for operations, by signing their name in the log at the beginning of the oncoming shift. This signifies that they take responsibility for the shift. 	<p>4. Discussion and Exchange of Responsibility</p> <ul style="list-style-type: none"> None.
<p>5. Shift Crew Briefing</p> <ul style="list-style-type: none"> Briefing of operators and support groups, as required, should be conducted by the Operations Supervisor and include a review of the facility status, equipment problems, and changes in progress or planned changes. 	<p>5. Shift Crew Briefing</p> <ul style="list-style-type: none"> Any special information required on a particular shift is written in the logbook by the senior person in charge of the support group and verbally emphasized during briefings with operators. 	<p>5. Shift Crew Briefing</p> <ul style="list-style-type: none"> None.
<p>6. Reliefs Occurring During the Shift</p> <ul style="list-style-type: none"> Relief reviews and walkdowns should be performed as required, depending on the familiarity of the oncoming persons with the current conditions. 	<p>6. Reliefs Occurring During the Shift</p> <ul style="list-style-type: none"> Exchange of operators or the Chief Operator during a shift is done in a way to ensure that the oncoming person is knowledgeable of the conditions as he would have been had a complete shift turnover process been conducted. See OPM 6.A-5 "Shift Turnover Guidelines for Operators". 	<p>6. Reliefs Occurring During the Shift</p> <ul style="list-style-type: none"> None.